

Scribe Sheet

Date: 1/7/08 (revised 1-28-08)
Scribe: Lori Bussiere
Present: Frank Linda Lisa Lori Richard Sally
 Roger and Ken present for a short time

Meeting called to order at (time): 6:03
Meeting Adjourned at (time): 8:30
Next Meeting Date: 1/28/08 6:00

Topic Discussed	Summary of Topic Discussed	Decision/Action to be taken	Deadline/Person Responsible	Action Item Completed
12/4/07 Minutes	- No revisions	Motion to approve the minutes as submitted made by Frank and 2 nd by Richard. Motion passed 4-0-1	N/A	
Outstanding Action Item From 11/5/07	Dan suggested we provide a writing recommendation to Nanci for the # of guards & a schedule for the pool as this was the area that the pool went over budget. We understand we have no authority with regards to personnel so this would be just a recommendation.	We need to decide what we want in this memo.	Sally to add to next agenda.	
Outstanding Action Item from 11/5/07	Purchase life jackets so we can use up the last of the \$140 earmarked for life jackets.	Somebody needs to purchase the life jackets.	Linda is working on this.	
Outstanding Action Item from 11/5/07	Lisa was going to get moving on purchasing the PVC piping and will get Lori the sales receipt.	Need an update on this	Lisa 12/21/07	Lisa reports the skating committee doesn't need to purchase PVC as previously requested.
Public Participation	Mike Hourigan & Joe Hatch were present representing Dynamos Soccer. As of Spring 2009 Dynamos does not have anywhere to play spring soccer. The High School field doesn't dry out enough to be used and the field at upper Disney at Norwich are under construction. Norwich is allowing use of the Rugby field for 2008 but going forward does not wish to be the primary location for Dynamos. Dynamos has 9 teams that practice 2 nights a week and have games on Saturday and Sunday. Sally asked them about the Catholic Cemetary down by Grand Union as a previous Dynamos representative had mentioned to us about trying to make arrangements for that space.	Mike Hourigan is the field contact for Dynamos.	N/A	

	<p>Mike indicates it will take a week of work just to mow, fill, and level. He also added the Elementary school field isn't big enough for U12 and U14 level of play. Mike offered to be a mediator with any talks with Norwich about use of fields. We explained to Mike and Joe that the baseball fields at Memorial Park and the Falls are run by the school during the school year and that Little League and Babe Ruth also utilizes the fields in the Spring. Dynamos is looking for help in locating a field.</p>			
Treasurer's Report	<p>Linda shared some updates with regard to our budget.</p> <ol style="list-style-type: none"> 1) Advertising increase not in budget. Advertising was level funded. 2) \$1,000 granted to cover personnel expenses for the extra days the pool is open. 3) \$500 line item added for shelter at Memorial Park 4) \$ appearing previous for the tractor removed from our budget and went to which ever budget now responsible for the tractor. <p>Donation fund has \$7,607.59 as of 12/31/07</p> <p>Skating Committee still waiting for check for donation towards benches. This was a \$100 donation from the S.A.L. and they made the check out to the Recreation Board instead of the Skating Committee.</p>	Linda will get \$100 check for benches to the Skating Committee.	Linda	
Advertising	Board needs clarification on who places advertisements for the Rec. Board. Do we do it ourselves or do we go through the Municipal office?	Linda to get clarification from Nancy on this.	Linda	
Secretary's Report	<p>Lori went over outstanding action items from last couple of meetings. They are listed as such at the beginning of the minutes.</p> <p>The Board felt we should send Jessica a letter to find out if she is planning to apply for the Pool Director position this summer.</p>	Lori to contact Jessica	Lori	

House Decorating Contest Follow Up	<p>Judges shared it would be nice to have clip boards and flashlights for judging.</p> <p>Richard suggested having some different themes or judging differently for next year. For example: tool sheds, dog houses, businesses, apartment buildings, yard displays.</p> <p>Lori suggested we begin forming subcommittees to deal with the programs/activities once we roll them out. A house decorating contest committee will be formed to deal with all aspects of the contest. Lisa made a motion for the development of the subcommittee and Lori 2nd. Motion passed 6-0-0</p>	<p>Sally to get these for next year</p> <p>Frank to form committee with Richard assisting</p>	<p>Sally</p> <p>Frank/Richard</p>	
Update on Ice Rink	<p>Paul Clayton was not happy with the way the agreement read for this year so he suggested some changes which were accepted. Going forward Frank will be the contact from the Rec. Board on the skating rink and Paul Clayton will be the contact for the skating committee.</p> <p>Lisa reported that the 2nd ice rink needed some patching and they had been working on it. PVC pipes not needed at this time but the committee will re-evaluate at the close of the season.</p> <p>The skating committee isn't using the concession hut to store the hoses but they are using the water from the new facet.</p> <p>There may be a person in town interested in moving one of the skating rinks into town and they will do everything needed to maintain it. Much must be looked into before this can be considered.</p> <p>Skating Committee is planning to hold an open forum with the community in April with regards to the ice rinks and would like representation from the Rec Board there.</p>	<p>Somebody will attend once a meeting date is set</p>	<p>Lisa to let us know when the meeting is.</p>	
Membership	<p>Adam VanVaught submitted a letter of interest. Discussion was tabled until next meeting. Motion made by Frank and 2nd by Linda motion passed 5-0-1</p>	<p>To be added to the agenda for next meeting</p>	<p>Sally</p>	

	<p>All board member's information has been updated</p> <p>Terms expiring – Frank's expires 3/08 Richard replaced Mike so his term expires on 3/08 also.</p> <p>All new terms are now 3 years.</p> <p>Lisa would like the first order of business in April to be to re-elect officers.</p> <p>Sally sent Mike and Dan a recognition of services document for serving on the board.</p>	<p>Information will be e-mailed to board</p> <p>List of appointment terms will be shared</p> <p>Should be added to April Agenda</p>	<p>Sally</p> <p>Sally</p> <p>Sally</p>	
Round Table Discussion	<p>Bonfire at the Skating rink – We have received approval from the Fire Warden to burn Christmas Trees. A date of January 26, 2008 at 6:00 has been set. Neighbors of the skating rink need to be informed and the fire much be kept to 15 ft in diameter and 7 feet high. There is much work to be done to get this event going. If this event if a success we should set up a subcommittee to handle this going forward.</p>	<p>- Richard will provide donuts and will contact the CSO to see if they will get notification out to students</p> <p>- Lisa will contact Norwich about the use of there big thermal containers to hold hot water for cocoa & hot cider. Lisa will also get folding table and will get a donation jug</p> <p>- Sally will give Fire Warden the date and will contact Trans-video. Sally has the cocoa and hot cider mix from the Haunted Hayride.</p> <p>- Frank will contact Microcheck, Leclair's and Hurley's to let them know of the even. Frank will also distribute flyers to area businesses announcing the event.</p> <p>-Frank & Richard will pick a spot for the fire and will start a Christmas tree pile.</p> <p>Lori will look into getting some music.</p>	<p>Sally to talk to Bill Lyons 12/5/07</p> <p>Prior to 1/26/08</p> <p>Prior to 1/26/08</p> <p>Prior to 1/26/08</p> <p>Prior to 1/26/08</p> <p>Prior to advertising being done.</p>	

	<p>Fundraiser – Linda is looking for pictures for the fund raiser brochure so she can get it finished up.</p> <p>Estimates for pool repair from Bill</p> <p>Yearly calendar – We want to get a calendar of what we need to start doing when now that we have several activities up and running. We also want to add other events to the calendar. A blank calendar will be circulated and everyone is to fill in their ideas. “to do” list – We need to start a plan of what type of maintenance stuff we want to get done at the parks this year. A list will be started and circulated for everyone to add their thoughts to.</p> <p>Paint donation from Glidden – Glidden via Aubuchon has donated 100 gallons of paint to the town. We should try to identify paint uses in our “to do” list.</p> <p>Two meetings a month – a second meeting was set for January 28th at 6:00 to work on the Calendar.</p> <p>Sharing of school facilities – Sally and Lori will be meeting with the Superintendant to discuss opening up of school facilities to the public for recreational purposes.</p>	<p>Frank may have some from the pool and skating rink.</p> <p>Linda to follow up on this</p> <p>Frank will send Sally a blank calendar to be circulated.</p> <p>We need to add “fees for field use” to the agenda for our working meeting.</p> <p>Lori will send out a list Frank has already started.</p> <p>Richard needs a copy of the maintenance list.</p> <p>Sally & Lori</p>	<p>Prior to 1/26/08</p> <p>Next meeting 2/4/08 Prior to 1/28 working meeting</p> <p>Week of 1/14/08</p> <p>Sally</p> <p>1/10/08</p>	
Community Calendar of Events	Everything is set for the Community Calendar. Everything should be sent to Trans-video via e-mail only. We need to update our contact names for area groups and organizations.	Sally to send list out to be updated and added to by everyone.	Prior to next meeting	
New members	We should start a “new member” folder with copies of our mission statement, contact information and other important information. Then when a new member joins, we will have a “starting off” packet for them.			
Adjournment	Motion by Linda to adjourn and 2 nd by Frank			